

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL

NETWORK ADEQUACY CERTIFICATION TOOL DATABASE

GUIDEBOOK 2020

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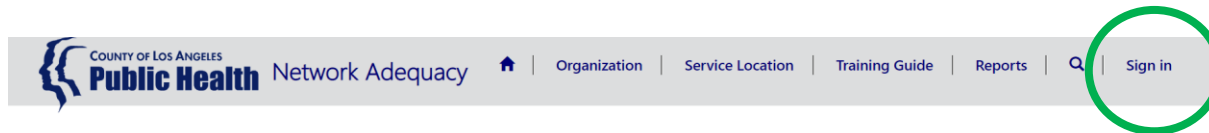
Network Adequacy Certification Tool (NACT) Database

Log-On

Links to access the NACT Database:

- Direct link- <https://sapcnact.ph.lacounty.gov/>
- SAPC Website- <http://publichealth.lacounty.gov/sapc/>

Log-in Instructions



Network Adequacy Application

The mechanism that allows SAPC treatment providers to submit and update information related to requirements for network adequacy, cultural competency, and provider directory.

Applicable to:

- All outpatient, residential and opioid treatment providers under the DMC ODS.

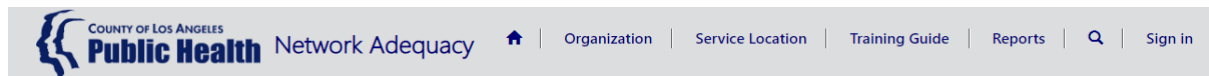
Treatment providers must keep all sections including the Organization, Provider Site and Practitioner Level data up-to-date

Support

If providers have any questions or issues related to accessing this site, please contact the [DPH Enterprise Service Help Desk](#).

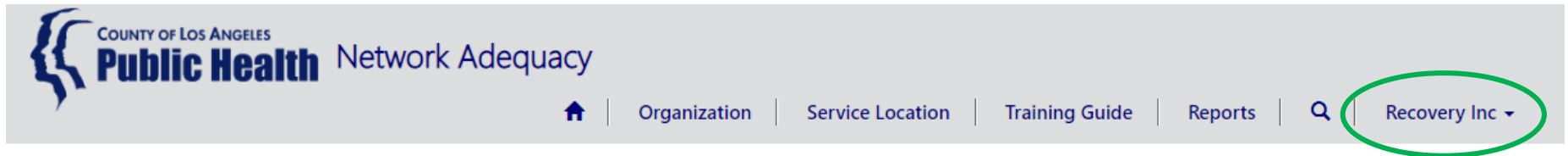
Clicking on the link will take the user to the NACT Database Home page.

To sign-in click on the "Sign-in" button at the top right of grey banner.



Enter unique Username & Password that has been assigned to your agency.

Log-in Instructions



Network Adequacy Application

The mechanism that allows SAPC treatment providers to submit and update information related to requirements for network adequacy, cultural competency, and provider directory.

Applicable to:

- All outpatient, residential and opioid treatment providers under the DMC ODS.

Treatment providers must keep all sections including the Organization, Provider Site and Practitioner Level data up-to-date

Support

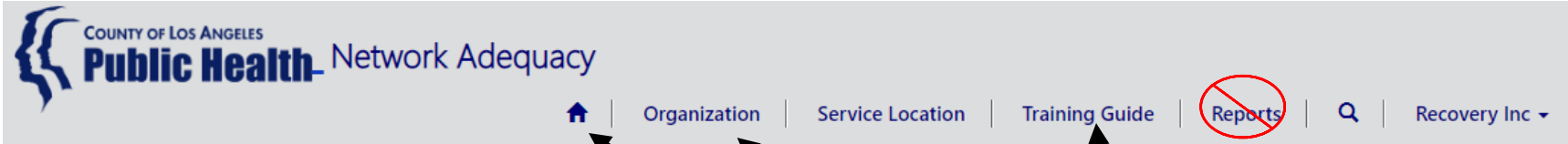
If providers have any questions or issues related to accessing this site, please contact the [DPH Enterprise Service Help Desk](#).

If you have any questions related to how to complete this application or what the information is used for, please contact [Angel Martinez](#).

Visit the [LA County Department of Public Health Substance Abuse and Prevention Control](#) website for further information about Network Adequacy.

Once you log-in the system automatically returns to the home page.
You will have successfully logged-in when you see your agency name on the top right corner of the grey banner.

Navigation Instructions



Use the grey ribbon to navigate between tabs:
Home, Organization and Service Location.

"Reports" is an inactive tab.

Support

If providers have any questions or issues related to accessing this site, please contact the DPH Enterprise Service Help Desk.

If you have any questions related to how to complete this application or what the information is used for, please contact your assigned technical assistant and copy Angel Martinez and Antonne Moore.

Visit the LA County Department of Public Health Substance Abuse and Prevention Control website for further information about Network Adequacy.

Organization Information:



Network Adequacy



Organization

Service Location

Training Guide

Reports



Recovery Inc ▾

Home > Organization Edit

Organization Edit

- Please review the information listed for accuracy and complete to complete any required fields (*) that are blank.
- Please note, some fields cannot be changed. Refer to your training guide for more information. If you have any questions, please contact [Angel Martinez](#)

Name *

RECOVERY INC

NPI Number - Type 2 *

1587653310

Tax ID *

95-87782727

Provider Group Name/Affiliation

—

Contract Effective Date *

7/1/2019

Address *

3250 Wilshire Blvd

Suite

—

City *

Los Angeles



State *

CA

Zip Code

90020

Start by clicking the “Organization” tab on the grey navigation bar.

- This page outlines information specific to the legal entity.
- It contains pre-populated fields.
- Review these fields for accuracy.
- Fields that require contract action are NOT editable. You will not be able to make changes to these fields.
- Fields with text boxes are editable and/or need to be completed.
-  = example of field that cannot be edited
-  = example of field that can be edited
- (*) throughout the database are required fields and must be completed.
- Once you have reviewed, updated and input all relevant data fields, click the submit button at the bottom left.

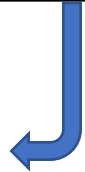
Organization Information:

Organization Edit


- Please review the information listed for accuracy and complete to complete any required fields (*) that are blank.
- Please note, some fields cannot be changed. Refer to your training guide for more information. If you have any questions, please contact [Angel Martinez](#)

Submission completed successfully.

Successful submission of data generates a green ribbon throughout the database



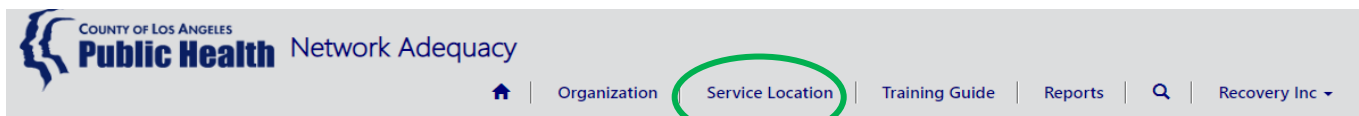
Incomplete or invalid submission of data generates a red ribbon and will include the reason(s) for incomplete submission throughout the database. Once the issue is corrected, you should see the green



i The form could not be submitted for the following reasons:

[Company's Email Address must be a valid email address.](#)

Service Location



Service Location

The following locations are all the service sites associated with your agency.

Review each site record by clicking on the blue drop down arrow and selecting "edit record" at the end of each service site row to review for accuracy and to complete any required fields (*) that are blank.

If you do not see a service site location that is supposed to be associated with your agency please contact [Angel Martinez](#) for additional support.

| Service Location Number | Name ↑ | Address | Suite | City | Zip | Status | |
|-------------------------|----------------|--------------------|-------|-------------|-------|------------|--|
| 1587653310 | RECOVERY, INC. | 3250 Wilshire Blvd | | Los Angeles | 90020 | Incomplete | |

Service Location

The following locations are all the service sites associated with your agency.

Review each site record by clicking on the blue drop down arrow and selecting "edit record" at the end of each service site row to review for accuracy and to complete any required fields (*) that are blank.

If you do not see a service site location that is supposed to be associated with your agency please contact [Angel Martinez](#) for additional support.

| Service Location Number | Name ↑ | Address | Suite | City | Zip | Status | |
|-------------------------|----------------|--------------------|-------|-------------|-------|------------|--|
| 1587653310 | RECOVERY, INC. | 3250 Wilshire Blvd | | Los Angeles | 90020 | Incomplete | |

Successful completion of the Organization page will display a green ribbon.

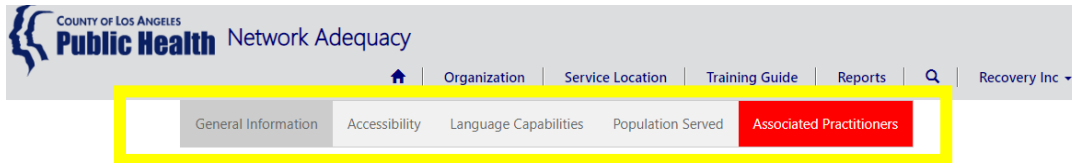
Next, select the "Service Location" tab from the grey navigation.

This will take you to the "Service Location" page as shown here.

- It will display all the site locations associated with your SAPC contract as of February 29, 2020
- If you don't see a site location AND it was part of a contract executed before February 29, 2020, contact SAPC.
- When you first reach this page, all site locations will have a red highlight. This indicates that there remains missing data.
- You will have to edit information for each site location.
- Upon full completion of the site location the red highlight will be removed.



To edit information for each site, click on the drop-down arrow at the right side of each service location and select edit record.

Service Location: General Service Site Information – Site Specific





To make input more user-friendly, the site information page is divided into five (5) sub-pages (or tabs). This is shown as a **2nd navigation bar**. Each tab takes the user to different required information related to this site location.

The General Service Site Information asks the user to review, update, and input basic information related to the site location.

- It contains pre-populated fields
 - Review these fields for accuracy.
 - Fields that require contract action are NOT editable. You will not be able to make changes to these fields.
 - Fields with text boxes are editable and/or need to be completed.
-  = example of field that cannot be edited
-  = example of field that can be edited
- (*) throughout the database are required fields and must be completed
 - Once you have reviewed, updated and input all relevant data fields, scroll back up to the top of the page and complete other tabs.


General Service Site Information

| | |
|--|--|
| Service Location Number 1587653310 | Name * RECOVERY, INC  |
| Address *  3250 Wilshire Blvd | Telephone * (213) 555-8172 |
| Suite — | Fax Number |
| City * Los Angeles | Intake Telephone |
| State * CA | Extension |
| Zip * 90020 | Status Incomplete |

IMPORTANT: Once you begin input for a particular site location, it is important to complete the **first four tabs** (General Information, Accessibility, Language Capabilities, Population Served) in one sitting. If you stop or log-off and even if you hit the save button, the changes **WILL NOT BE SAVED!**

After completing input all four tabs, click "Save". Once the green bar is displayed your information has been saved your information has been saved for subtabs: General Information, Accessibility, Language Capabilities, and Population Served. You are now free to take a break or log-off.

Service Location: General Service Site Information – Site Specific

 **Public Health** Network Adequacy

[Home](#) | [Organization](#) | [Service Location](#) | [Training Guide](#) | [Reports](#) | [Search](#) | [Recovery Inc](#) ▼

[General Information](#) | [Accessibility](#) | [Language Capabilities](#) | [Population Served](#) | [Associated Practitioners](#)

General Service Site Information

Service Location (NPI) *

9876543219

DEA Number *

If doesn't apply write N/A

DMC Certification Number *

ACD56

Maximum Number of Medi-Cal Beneficiaries *

Current Number of Medi-Cal Beneficiaries *

Licensed Capacity for OTP *

80

Hours of Operation Per Week *

45

The number here represents the sum total hours of operation per week, based on the official hours of operation in your contract for this location.


Current and Maximum number of Medi-Cal beneficiaries must be provided for each site location.

Current = the actual number of Medi-Cal patients provided direct services as of the date you are inputting data.

Maximum = the highest number of patients served during the reporting period (July 1-February 29).

NOTE: The maximum number of beneficiaries may never be lower than the current number.

Service Location: General Service Site Information – Site Specific

 **Public Health** Network Adequacy

[Home](#) | [Organization](#) | [Service Location](#) | [Training Guide](#) | [Reports](#) | [Search](#) | [Recovery Inc](#) ▾

[General Information](#) | [Accessibility](#) | [Language Capabilities](#) | [Population Served](#) | [Associated Practitioners](#)

Provider Type

- ☐ Physician
- ☐ Nurse Practitioner
- ☐ Physician Assistant
- ☐ Registered Nurse
- ☐ Registered Pharmacist
- ☐ Licensed Clinical Psychologist
- ☐ Licensed Clinical Social Worker
- ☐ Licensed Professional Clinical Counselor
- ☐ Licensed Marriage and Family Therapist
- ☐ Licensed Eligible Practitioner working under the supervision of a Licensed Clinician
- ☐ Registered Substance Use Disorder Counselor
- ☐ Certified Substance Use Disorder Counselor

Modality

- ☐ Intensive Outpatient
- ☐ Opioid Treatment
- ☐ Outpatient
- ☐ Residential

As part of the General Information, you are required to include all Provider Types (a.k.a. practitioners) that provide direct services working within their scope of practice at this specific site location.

This field allows the user to check as many types of practitioners as apply to this site location.

Also, as part of the General Information, you are required to include all modalities (a.k.a. levels of care) offered at this specific site location. This should align with your existing County contract.

This field allows you to select as many levels of care as apply to this location.

Service Location: General Service Site Information – Site Specific

General Information | Accessibility | Language Capabilities | Population Served | **Associated Practitioners**

General Service Site Information

Contact Information

Primary Contact Name

John Smith

Secondary Contact Name

John Smith

Primary Phone

Secondary Phone

Primary Ext

Secondary Ext

Primary Fax

Secondary Fax

Primary Email

jsmith@recoveryinc

Secondary Email

jsmith@recoveryinc

Save

Finally, on this page, you are asked to confirm the information for the primary and secondary contact for this site location.

Once completed, you are finished with inputting information under the General Information tab FOR THIS SITE LOCATION.

You will see a “save” button at the bottom of the page.

You may be tempted to click on this now.

HOWEVER, we recommend that you **WAIT** until you have completed data fields in all **four tabs** (general information, accessibility, language capabilities, and population served) **before saving**.

NOTE: If you choose to (or accidentally) select “save” you will receive the following error messages.

Service Location: General Service Site Information – Site Specific

You will get the following error message informing you that data fields on this tab and all subsequent tabs for this location have not been completed. **Even the ones you have not started yet!** Further, this will remain on each subsequent page until all fields are completed.

While this will **NOT** prevent you from inputting any additional information. It can be somewhat distracting to see this on every page.

 The form could not be submitted for the following reasons:

DEA Number is a required field.
Maximum Number of Medi-Cal Beneficiaries is a required field.
[Accepting New Beneficiaries? is a required field.](#)
ADA Compliant for Physical Plant is a required field.
TDD/TTY Equipment Available is a required field.
Distance Between Site And Closest Public Transportation is a required field.
Arabic is a required field.
Armenian is a required field.
Cambodian is a required field.
Cantonese is a required field.
Farsi is a required field.
Hmong is a required field.
Korean is a required field.
Mandarin is a required field.
Other Chinese is a required field.
Russian is a required field.
Spanish is a required field.
Tagalog is a required field.
Vietnamese is a required field.
ASL is a required field.
Language Line Available is a required field.
Age Group Served is a required field.
Primary Phone needs to be 10 digits.

PLEASE NOTE: The **MISSING** fields are hyperlinked. HOWEVER, the link will only work for the fields associated to the page you are on. In this case, we are on the General Information Service Site, so the **only** hyperlink that will work is the DEA Number.

Service Location: Accessibility

General Information

Accessibility

Language Capabilities

The first four fields require a yes or no response. Click on the drop-down arrow to make your selection

Accessibility

Accepting New Beneficiaries? *

Does this site location have open intake appointments (slots) available in the next 2 weeks? If so, select "yes". If not, select "no".

ADA Compliant for Physical Plant *

Does this site location meet all requirements for Americans with Disabilities Act? If so, select "yes". If not, select "no".

TDD/TTY Equipment Available *

Telehealth Station/Equipment Available *

Currently, telehealth is not a benefit under the DMC-ODS.

Distance Between Site And Closest Public Transportation *

Use the drop-down arrow to select the best response. To calculate the distance, we recommend that you use an internet map

Service Location: Language Capabilities

These are all the threshold languages for the County. Each field requires a response. If at least one staff member or consultant (including contracted in-person interpreters [not language line]) can provide services in one of these languages provide the level of fluency.

If a language does not apply for this site, select N/A.

Finally, please respond with a “yes” or “no” for whether this site location has access to a language line.

Language Capabilities

| | | | |
|----------------------|-------------------------------------|----------------------|----------------------|
| Arabic * | Armenian * | Cambodian * | Arabic * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Cantonese * | English * | Farsi * | |
| <input type="text"/> | <input type="text" value="Fluent"/> | <input type="text"/> | |
| Hmong * | Korean * | Mandarin * | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Other Chinese * | Russian * | Spanish * | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Tagalog * | Vietnamese * | ASL * | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |

- N/A
- Certified
- Fluent
- Good
- Fair
- Poor

TIP: Toggle between fields using the Tab button. For each language that does not apply, simply toggle between fields using the Tab button and enter the corresponding first letter of fluency, such as “n” for N/A. To select “fair” hit “F” twice. Not Cap sensitive.

Service Location: Population Served

Population Served

Age Group Served

Age Group Served *

▼

All Ages

0-17

0-20

18-20

18+

21+

Save

DHCS does not include a category that captures TAY specifically, so for the purposes of this NACT, if you only serve TAY, use "All Ages".

Once you have completed input for the fourth tab, NOW you can click on the save button.

If all the required fields have been completed, then you will quickly see a green bar displayed on the screen and you will be taken back to "General Service Site Information".

General Information

Accessibility

Language Capabilities

Population Served

Associated Practitioners

Saved

Service Location: Associated Practitioners

The final section for each service location that should be completed is based on each individual practitioner who provides direct services **ONLY** at this site location. Some data fields in this tab have been pre-populated with information for **ONLY** those practitioners who completed the registration process on Sage BEFORE January 22, 2020 for this site location.

The screenshot shows the 'Associated Practitioners' tab selected in the 'Network Adequacy' system. The header includes the 'COUNTY OF LOS ANGELES Public Health' logo and navigation links: Home, Organization, Service Location, Training Guide, Reports, and Recovery Inc. Below the header, a series of tabs are visible: General Information, Accessibility, Language Capabilities, Population Served, and Associated Practitioners (which is highlighted in red). The main content area is titled 'Associated Practitioners' and contains a search bar, an 'Associate New Practitioner' button, and a table of practitioners.

Associated Practitioners

This below is the pre-populated list of practitioners associated with this specific site location.

1) If you do not see a practitioner listed here, then to generate your list of Associated Practitioner for this service location, click on the Associate New Practitioner box

Associated Practitioners

[Associate New Practitioner](#)

| First Name | Last Name | Modified On | Age Group Served 0-20 | Age Group Served 21+ | Practitioner Associated With This Site | Practitioner Status |
|------------|-----------|------------------|-----------------------|----------------------|--|---------------------|
| JOHN | SMITH | 2/3/2020 8:55 PM | No | No | | Incomplete |

Start by selecting the “Associated Practitioners” sub-tab.

When first accessing this section, both the tab and the practitioners will be highlighted in red. This means that there are empty data fields that need to be completed.

To review, update, and input information for each listed practitioner information, click on the drop-down arrow on the far-right side and select “Edit Record”.

This will take you to the first set of data fields called “General Practitioner Information”

Service Location: Associated Practitioners- General Practitioner Information (section 1 [steps 1-2])

General Practitioner Information

Practitioner *

JOHN SMITH

Service Location

RECOVERY, INC

Is this practitioner associated with this site *

Age Group Served:

0-20

☒ No ☐ Yes

21+

☒ No ☐ Yes

TIP: If for any reason you need to go back, select the back arrow.

NOTE: This will take you back to the “General Site Information” page. You will have to select the “Associated Practitioner” tab to return to this page.

The first thing you will notice is ONLY the practitioner’s name and the agency are pre-populated. They also are not editable.

Again, all required fields are indicated by an (*).

Step 1: Confirm that the listed practitioner currently provides services at this site location. This is a required field and you must select either a “yes” or “no”.

If this practitioner is no longer associated with this site location, click the back arrow. This will return you to the “Associated Practitioner” page. You will then deactivate the practitioner from your list by clicking the drop-down arrow and selecting “Deactivate.”

Step 2: Though this does not have an (*), you will still need to select a “yes” response for one or both of these buttons in order to complete this page. Select the most appropriate response.

Consider: 0-20= youth and 21+=adults.

Service Location: Associated Practitioners- General Practitioner Information (section 1 [steps 3-4])

Current Number of Medi-Cal Beneficiaries *

Maximum Number of Medi-Cal Beneficiaries

*

Step 3: For this practitioner at this site location, you will enter the number of Medi-Cal patients that are **currently** on their case load (or being served by the practitioner).

Step 4: For this practitioner at this site location, you will enter the **maximum** number of Medi-Cal patients on the practitioner's caseload (or being served by the practitioner) at a given time.

NOTE: This number may be the **same as or higher** than the "current number", but in no circumstance should this be **less than** the "current number".

- Once all data fields on this page have been completed, **we recommend that you proceed directly to Step 5 to continue to the second set of practitioner data fields.** However, if you need to stop at this point, then we encourage you to select the submit button. This will save the information you input when you leave this section.
- Selecting the submit button will direct you back to the "Associated Practitioner" tab. The practitioner will still be highlighted in red because the second set of data fields for this practitioner at this site location has not been completed.
- When you return to complete the second set of data fields for this practitioner at this site location, follow the instructions to get to the "Associated Practitioner" section, select the practitioner and proceed to step 5.

Service Location: Associated Practitioners- Practitioner Personal Information (section 2 [step 5])

General Practitioner Information

Practitioner *

JOHN SMITH

Service Location

RECOVERY, INC

Is this practitioner associated with this site *

Step 5: From “General Practitioner Information”, click on the hyperlinked practitioner name. This will direct you to a new webpage to review, update, and input the second set of practitioner data fields on the “Practitioner Personal Identification” page.



COUNTY OF LOS ANGELES
Public Health

Network Adequacy



[Organization](#)

[Service Location](#)

[Training Guide](#)

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[Recovery Inc](#)

Review the information for accuracy and complete all required blank fields

Practitioner Personal Identification

First Name *

JOHN

Last Name *

SMITH

NPI *

1277436659

California Practitioner License Number *

If doesn't apply write N/A

California Professional Certification Number *

If doesn't apply write N/A

Certifying Entity *

CAADE – California Association for Drug/Alcohol Educators. CADTP – California Association of DUI Treatment Programs. CCAPP – California Consortium of Addiction Training Programs and Professionals. N/A - If doesn't apply

Service Location: Associated Practitioners- Practitioner Personal Information (section 2 [step 6])

Step 6: Complete all required fields (*) as indicated.

Practitioner Personal Identification

| | |
|---|---|
| First Name * JOHN | California Practitioner License Number * If doesn't apply write N/A <input type="text"/> |
| Last Name * SMITH | California Professional Certification Number * For Registered and Certified SUD Counselors. If doesn't apply write N/A. <input type="text"/> |
| NPI * 1277436659 | Certifying Entity * N/A - If doesn't apply. CAADE – California Association for Drug/Alcohol Educators. CADTP – California Association of DUI Treatment Programs. CCAPP – California Consortium of Addiction Programs and Professionals. <input type="text"/> |
| DEA Number * If doesn't apply write N/A <input type="text"/> | LPHA Waivered * <input type="text"/> |
| Contract Effective Date <input type="text"/> | Registered Provider * <input type="text"/> |
| Contract Expiration Date <input type="text"/> | Direct Services Offered by Provider * <input type="text"/> |
| Provider Type * <input type="text"/> | Board Certified Psychiatrist * <input type="text"/> |
| Licensing Entity * <input type="text"/> | Age Group Served * <input type="text"/> |

See below for more detailed information on these fields.

TIP: Only complete “Contract Effective/Expiration Date” when the practitioner is a consultant or subcontractor with an associated subcontractor agreement. Otherwise, do not complete.

TIP: If you select “yes” for LPHA Waivered, then you **MUST** select “yes” for Registered Provider.

NOTE: registered provider data field is **NOT** for registered SUD counselors!

Service Location: Associated Practitioners- Practitioner Personal Information (section 2 [step 6])

Click on Provider Type to select the appropriate discipline of the selected practitioner who is working under their scope of practice at this site location. You may select only one discipline.

Provider Type *

-
- Physician
 - Nurse Practitioner
 - Physician Assistant
 - Registered Nurse
 - Registered Pharmacist
 - Licensed Clinical Psychologist
 - Licensed Clinical Social Worker
 - Licensed Professional Clinical Counselor
 - Licensed Marriage and Family Therapist
 - Licensed Eligible Practitioner working under the supervision of a Licensed Clinician
 - Registered Substance Use Disorder Counselor
 - Certified Substance Use Disorder Counselor

Service Location: Associated Practitioners- Practitioner Personal Information (section 2 [step 6])

Licensing Entity *

N/A

BBS - California Board of Behavioral Sciences

PAB – Physician Assistant Board

Pharmacy - California State Board of Pharmacy

Physician - Medical Board of California

Psychology -California Board of Psychology

RN – California Board of Registered Nurses

Other, specify

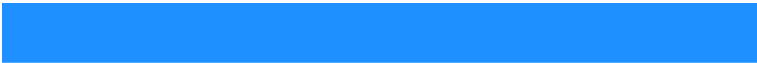
Select the appropriate licensing entity associated with the selected “provider type”.

NOTE: This field is only to be completed **IF** the practitioner is a Licensed or Licensed Eligible Practitioner.

This is a required field, so if this does not apply (i.e. registered or certified SUD counselor), then select “N/A”.

Service Location: Associated Practitioners- Practitioner Personal Information (section 2 [step 6])

Age Group Served *



All Ages

0-17

0-20

18-20

18+

21+

Select the appropriate age group that this practitioner provides direct services for **at this site location**.

Only one age group can be selected, so select the most accurate range.

TIP: For those practitioners who only provide direct services to TAY, we recommend you select “all ages”.

Service Location: Associated Practitioners- Practitioner Personal Information (section 2 [step 6 & 7])

Modality

- ☐ Intensive Outpatient
- ☐ Opioid Treatment
- ☐ Outpatient
- ☐ Residential

Select the levels of care that this practitioner provides direct treatment services at this site location.
Select all that apply.

NOTE: Be aware that you should NOT select a level of care that is not provided at this location.

Language Capabilities

Arabic *

N/A ▼

Cantonese *

N/A ▼

Hmong *

N/A ▼

Other Chinese *

N/A ▼

Tagalog *

N/A ▼

Armenian *

N/A ▼

English

N/A ▼

Korean *

N/A ▼

Russian *

N/A ▼

Vietnamese *

N/A ▼

Cambodian *

N/A ▼

Farsi *

N/A ▼

Mandarin *

N/A ▼

Spanish *

N/A ▼

ASL *

N/A ▼

Select the language (s) that this practitioner speaks and the level of fluency.

All languages must have a response.

They have been pre-populated with N/A for ease of use.

TIP: At minimum, you should select the level of fluency for **English**

TIP: Simply toggle between fields using the Tab button and entering the corresponding first letter of fluency, such as "f" for fluency.

Cultural Competency Training

Cultural Competence Training *

▼

Hours of Cultural Competence Training Completed *

If no you selected no, enter "0" for number of hours


Submit

Step 7: Once all fields are completed, select the submit button.
You will have completed all fields for this practitioner at this site location.

Service Location: Associated Practitioners- Practitioner Personal Information

If you are successful in completing all data fields for both the “General Practitioner Information” and the “Practitioner Personal Identification”, you will see the following green bar. This means you have completed information for this practitioner.

If you see the red error box, please return to the specific section and complete the data field.

 **Network Adequacy**

[Home](#) | [Organization](#) | [Service Location](#) | [Training Guide](#) | [Reports](#) | [Search](#) | [Recovery Inc](#)

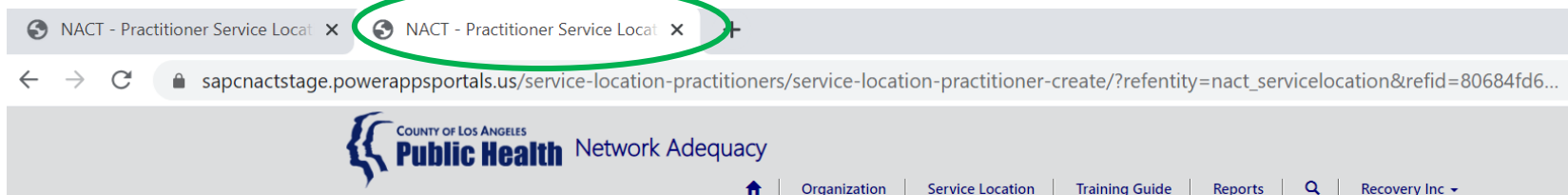
Review the information for accuracy and complete all required blank fields

Submission completed successfully.

Practitioner Personal Identification

| | |
|-----------------------------|---|
| First Name * JOHN | California Practitioner License Number * If doesn't apply write N/A na |
| Last Name * SMITH | California Professional Certification Number * If doesn't apply write N/A kghghfgkufuf |
| NPI * 1277436659 | Certifying Entity * CAADE – California Association for Drug/Alcohol Educators. CADTP – California Association of DUI Treatment Programs. CCAPP – California Consortium of Addiction Programs and Professionals. N/A - If doesn't apply CAADE |

NOTE: Once successfully completed with the “Practitioner Personal Identification” close this tab on your web browser and you will return to your original tab of “General Practitioner Information”



Completing Practitioner Service Location & Returning to Associated Practitioner [Step 8]

COUNTY OF LOS ANGELES
Public Health Network Adequacy

Home | Organization | Service Location | Training Guide | Reports | Recovery Inc

Home > NACT - Practitioner Service Location > NACT - Practitioner Service Location Edit

NACT - Practitioner Service Location Edit

Listed below is General Practitioner Information for the individual practitioner at this specific service location. Review the information for accuracy and complete all required fields. Note: you must select at least one age group served. Once you click submit, you will click the Practitioner's name to provide more detailed information about the practitioner. To look up a new practitioner, refer to the training guide for directions and next steps.

General Practitioner Information

Practitioner *
JOHN SMITH

Service Location
RECOVERY, INC

Is this practitioner associated with this site *
Yes

Age Group Served:

0-20
☐ No ☒ Yes

21+
☐ No ☒ Yes

Current Number of Medi-Cal Beneficiaries *
24

Maximum Number of Medi-Cal Beneficiaries *
25

Submit

Step 8: After completing both the “General Practitioner Information” and the “Practitioner Personal Identification” you will click SUBMIT.

This will quickly generate a green ribbon for successfully submitting this data.

You will immediately be returned to the list of “Associated Practitioners” shown below.

COUNTY OF LOS ANGELES
Public Health Network Adequacy

General Information | Accessibility | Language Capabilities | Population Served | **Associated Practitioners** | Recovery Inc

Associated Practitioners

Below is a pre-populated list of practitioners associated with this specific site location.

- If a practitioner associated with this site is not listed they may be added using the “Associate New Practitioner” button on the right side of your screen.

Associated Practitioners

Search **Associate New Practitioner**

| First Name | Last Name | Modified On | Age Group Served 0-20 | Age Group Served 21+ | Practitioner Associated With This Site | Practitioner Status |
|------------|-----------|--------------------|-----------------------|----------------------|--|---|
| JOHN | SMITH | 2/10/2020 11:57 AM | Yes | Yes | Yes | Active <input type="button" value="v"/> |

Save

IMPORTANT: Repeat steps 1-8 to complete information for all practitioners at this specific site

Service Location: Associated Practitioners- Deactivate

While SAPC has provided the most current information on the practitioners associated with each site location, there may be instances when a practitioner is no longer associated with a site. When this occurs, you may simply click the “deactivate” button.

Associated Practitioners

Below is a pre-populated list of practitioners associated with this specific site location.

- If a practitioner associated with this site is not listed they may be added using the "Associate New Practitioner" button on the right side of your screen.

Associated Practitioners

[Associate New Practitioner](#)

| First Name | Last Name | Modified On | Practitioner Associated With This Site | Practitioner Status |
|------------|-----------|-------------------|--|---------------------|
| Robin | Duck | 2/12/2020 6:22 PM | | Incomplete |
| Jennifer | Mouse | 2/12/2020 6:22 PM | | Incomplete |
| Emilio | Wolf | 2/12/2020 6:22 PM | | Incomplete |
| Mega | World | 2/12/2020 6:22 PM | | Incomplete |
| Person | AI | 2/12/2020 6:22 PM | | incomplete |

To remove a practitioner from a site location, select the drop-down arrow and click on “deactivate”

Edit Record
Deactivate

sapcnactstage.powerappsportals.us says

Do you want to deactivate the practitioner record associated to this service location?

OK

Cancel

A pop-up box will appear asking you to confirm the “deactivate” request. If you wish to deactivate, click on “ok”. Otherwise, select cancel.

NOTE: If you accidentally “deactivate” a practitioner from your list you will need to contact your Technical Assistant to add them back onto your list.

Service Location: Associated Practitioners - Practitioner Look-Up

While most of the practitioners should be appropriately associated with each site location, there may be some situations where a particular practitioner is NOT listed in the “Associated Practitioners” tab.

There is a fix for that. If the practitioner was registered in Sage BEFORE February 18, 2020 for this site location you can search for that practitioner’s name. Start by selecting the “Associate New Practitioner” button. This will take you to a new webpage.

COUNTY OF LOS ANGELES
Public Health Network Adequacy

Home | Organization | Service Location | Training Guide | Reports | Search | Recovery Inc ▾


General Information | Accessibility | Language Capabilities | Population Served | **Associated Practitioners**

Associated Practitioners

This below is the pre-populated list of practitioners associated with this specific site location.

1) If you do not see a practitioner listed here, then to generate your list of Associated Practitioner for this service location, click on the Associate New Practitioner box

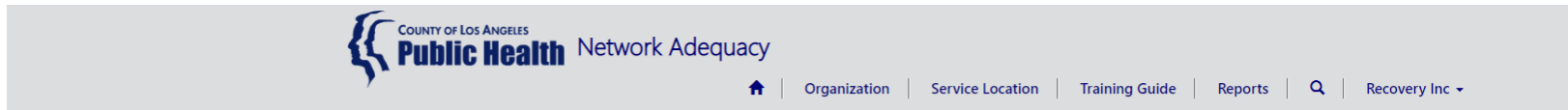
Associated Practitioners

Search  **Associate New Practitioner**

| First Name | Last Name | Modified On | Age Group Served 0-20 | Age Group Served 21+ | Practitioner Associated With This Site | Practitioner Status |
|------------|-----------|------------------|-----------------------|----------------------|--|---------------------|
| JOHN | SMITH | 2/4/2020 5:38 PM | Yes | No | Yes | Incomplete ▾ |

Save

Service Location: Associated Practitioners - Practitioner Look-Up



Home > NACT - Practitioner Service Location > NACT - Practitioner Service Location Create

NACT - Practitioner Service Location Create

Click on the "Practitioner Lookup" field to search for each individual practitioner associated to the current service site location. Review the information for accuracy and complete all required blank fields

General Practitioner Information

Practitioner Lookup *

Service Location

1. Clicking on the search icons, will result in a list of practitioners.

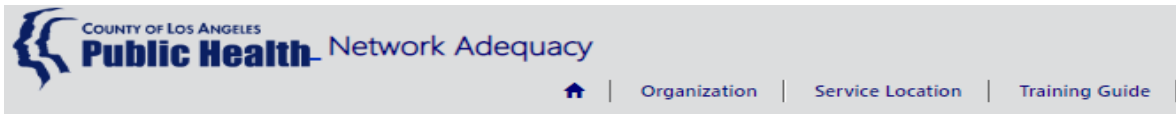
You may search the list by inputting a portion of the last name, first name or NPI# in the search bar. You may also click on each page number.

| ✓ Name ↑ | First Name | Last Name | NPI |
|-----------------|------------|-----------|------------|
| ✓ AARON JACKSON | AARON | JACKSON | 1588146724 |
| AARON MANFRE | AARON | MANFRE | 1114306149 |
| AARON MCFARLAND | AARON | MCFARLAND | 1427425438 |
| AARON SMITH | AARON | SMITH | 1245641331 |
| ABAGAIL WAIGHT | ABAGAIL | WAIGHT | 1598320103 |
| ABEL APODACA | ABEL | APODACA | 1386150886 |
| ABEL CHAVEZ | ABEL | CHAVEZ | 1972017424 |
| ATASHA HUIE | ATASHA | HUIE | 1336657611 |

2. Once you have located the practitioner's name, make sure the practitioner is highlighted in blue by selecting their name.

You will then click the "Select" button. This will return you back to the "General Practitioner Information" page.

Service Location: Associated Practitioners - Practitioner Look-Up



Home > NACT - Practitioner Service Location > NACT - Practitioner Service Location Create

NACT - Practitioner Service Location Create

Click on the "Practitioner Lookup" field to search for each individual practitioner associated to the current service site location. Review the information for accuracy and complete all required blank fields

General Practitioner Information

Practitioner Lookup *

Bat Man

Service Location

—

Is this practitioner associated with this site *

Age Group Served:

0-20

☒ No ☐ Yes

21+

☒ No ☐ Yes

Current Number of Medi-Cal Beneficiaries *

Maximum Number of Medi-Cal Beneficiaries *

Selecting the practitioner will take you back to the "General Practitioner Information" page.

If you made an error in selecting the practitioner name, you can select the X which will clear the search bar.

Once you have the correct practitioner, then complete the indicated sections on this page.


2. Once you have located the practitioner's name, follow steps 1-4 on pages 18-19 of this guidebook.

Whenever you are "adding" a new practitioner to a service site location, you **MUST** select the submit button.

This will add the practitioner to the site.

Submit

Service Location: Associated Practitioners - Practitioner Look-Up



[Home](#) | [Organization](#) | [Service Location](#) | [Training Guide](#) | [Reports](#) | [Recovery Inc.](#)

[General Information](#) | [Accessibility](#) | [Language Capabilities](#) | [Population Served](#) | **[Associated Practitioners](#)**





Associated Practitioners

Below is a pre-populated list of practitioners associated with this specific site location.

- If a practitioner associated with this site is not listed they may be added using the "Associate New Practitioner" button on the right side of your screen.

Associated Practitioners

[Associate New Practitioner](#)

| First Name | Last Name | Modified On | Practitioner Associated With This Site | Practitioner Status |
|------------|-----------|--------------------|--|--|
| ADARA | REYES | 2/14/2020 11:18 AM | Yes | Active  |
| Bat | Man | 2/18/2020 3:55 PM | Yes | Active  |
| | | 2/19/2020 5:47 PM | Yes | Incomplete  |
| Robin | Duck | 2/14/2020 11:10 AM | Yes | Active  |
| Emilio | Wolf | 2/14/2020 11:20 AM | Yes | |

Selecting submit will take you back to the "Associated Practitioners" page where the new practitioner will be added to this specific location. It will be highlighted in red because the personal information is yet to be completed.

Follow steps 5-8 on pages 20-27 to complete practitioner data.

ONCE YOU HAVE INPUT INFORMATION FOR [ALL PRACTITIONERS](#) FOR [ALL SITE LOCATIONS](#), THE MAIN PAGE FOR THE ORGANIZATION WILL SHOW AS ACTIVE (i.e. no red highlights). [CONGRATULATIONS](#), THIS MEANS YOU HAVE COMPLETED SUBMISSION OF THE NACT DATABASE. THERE IS NO FURTHER ACTION REQUIRED AT THIS POINT. SAPC WILL CONDUCT DATA VALIDATION AND FOLLOW UP AS NEEDED.


Service Location

The following locations are all the service sites associated with your agency.

Review each site record by clicking on the blue drop down arrow and selecting “edit record” at the end of each service site row to review for accuracy and to complete any required fields (*) that are blank.

If you do not see a service site location that is supposed to be associated with your agency please contact [Angel Martinez](#) for additional support.



| Service Location Number | Name ↑ | Address | Suite | City | Zip | Status | |
|-------------------------|---------------|--------------------|-------|-------------|-------|--------|---|
| 1587653310 | RECOVERY, INC | 3250 Wilshire Blvd | | Los Angeles | 90020 | Active |  |